

Opening Date: April 21, 2022
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 22-74
Monthly Salary: \$4,166.67
Group/Class: B19/3576
Travel %: 10%
Division/Department: Office of General Counsel
Number of Positions: 1

JOB VACANCY NOTICE

Paralegal

(Legal Assistant III)

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov*

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit:
<http://www.twdb.texas.gov/jobs/benefits.asp>.

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 27D Paralegal Specialist, 4421 Legal Services Specialist, LN Legalman or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
http://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

Job Description Summary

Performs highly complex (senior level) legal assistant work. Work involves supporting attorneys in the Office of General Counsel (OGC) at the Texas Water Development Board (TWDB). Assembles and routes contract packages commonly produced by TWDB attorneys, including contractual agreements between TWDB and recipients of financial assistance. May schedule appointment and maintain calendars. May train others. Works under limited supervision, with considerable latitude for use of initiative and independent judgment. Reports to the Director of the Office of General Counsel.

Essential Job Functions

- Prepares, assembles, organizes, and coordinates contract packages, including exhibits, attachments, affidavits, and documents, for use in legal financial transactions.
- Coordinates requests for information and documentation from outside financial assistance recipients.
- Under attorney supervision, drafts legal documents based on templates created by OGC attorneys.
- Under attorney supervision, drafts correspondence and opinion requests involving legal interpretations and decisions.
- Assists the Public Information Act Coordinator in tracking and responding to information requests.
- May assist in the preparation of rule packages and other documents submitted to the Texas Register.
- Serves as backup for Board meeting processes.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

HR-002 (Non-Supervisory)
Revised 06/26/2020



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

Job Vacancy Notice (cont.)

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- May make appointments for and maintain calendars for attorneys.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university.
- Five years of administrative or paralegal experience in a government agency, corporate law department or law firm.

Preferred Qualifications

- Graduation from an accredited four-year college or university with a major in law, legal secretarial science, paralegal studies, public administration, or a related field.
- More than five years of administrative or paralegal experience in a government agency, corporate law department or law firm.
- Certification from an accredited legal assistant program.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Texas Water Development Board and of the principles and practices of public administration.
- Knowledge of legal terminology, state and federal administrative
- Skill in preparing contracts and related documents using templates and forms.
- Skill in preparing rule packages and other documents submitted to the Texas Register.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Ability to draft, prepare and interpret legal documents, templates, and forms.
- Ability to prepare work process documents.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance, and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.

Job Vacancy Notice (cont.)

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- Ability and willingness to travel 10% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.